

Safeguarding Reminder



PARK STREET
CHURCH OF ENGLAND
PRIMARY SCHOOL

Designated Personnel



Sarah Hawker

Headteacher



Katherine Shankland

Assistant Headteacher/
Class 1 Teacher/SENCo



Emma Du Toit

Class 4 Teacher



Andrew Day

Designated Safeguarding Lead
Your **first** point of contact whenever possible. If you have any cause for concern they must be informed immediately in writing using the yellow safeguarding logging forms.

Designated Person
Point of contact for safeguarding concerns if the DSL is unavailable.

Safeguarding Governor
Can be contacted if you have concerns about the school's safeguarding procedures
clerk@parkstreet.cambs.sch.uk

A CHILD MAY DISCLOSE TO YOU

By speaking with you • Through another child • Through a piece of work

DO

- ✓ Stay calm and be patient
- ✓ Listen carefully
- ✓ Explain why you cannot keep what you are told to yourself and what you will do next (i.e. inform designated person)
- ✓ Reassure the child that they are doing the right thing in telling you
- ✓ Ask the child if there is anything else they want to say or anyone else they want to speak to

DO NOT

- × Interpret what you have heard
- × Ask loaded questions
- × Express an opinion
- × Promise to keep the information to yourself

THE NEXT STEP - LOGGING A CONCERN OR DISCLOSURE

If you have cause for concern through observation or disclosure, **you must pass this information on immediately in writing to a designated person** using the safeguarding logging forms provided in the staff room. Notes should be handwritten in black ink; they must not be word processed or saved in any digital format.

Child Protection information will only be shared with those who need it in order to ensure the safety and privacy of the children concerned. All school records of Child Protection are kept in a locked cabinet.

Remember:

Details are **not to be discussed in or out of school** other than with a designated person. Your record may be used as evidence in court. Written information **must be factual and not your opinion**.

IF NO DESIGNATED PERSON IS CONTACTABLE, CALL THE CAMBRIDGESHIRE CHILDREN SERVICES ON 0345 045 5203 OR 01733 234724 (EMERGENCY OUT OF HOURS TEAM).

IF YOU BELIEVE THAT A CHILD IS AT IMMEDIATE RISK OF SERIOUS HARM CALL 999 AND ASK FOR THE POLICE